

OUR COURSE OFFER

Business Skills Courses

CERTIFICATE IN THE PRINCIPLES OF TEAM LEADING

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £450+VAT pp.

The Principles of Team Leading qualification provides learners with the techniques to motivate and develop staff, communicate messages efficiently and take control of difficult situations.

CERTIFICATE IN CUSTOMER SERVICE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

CERTIFICATE IN UNDERSTANDING EXCELLENCE IN CUSTOMER SERVICE FOR HOSPITALITY

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This course is designed for staff at the forefront of the business where first impressions are vital. Understand how to communicate effectively, the importance of teamwork and the importance of maintaining food hygiene.

CERTIFICATE IN EQUALITY AND DIVERSITY

Level 2, Duration ½ -3 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This course aims to promote equality and diversity in order to make students more socially aware. It is an effective and insightful way to strengthen employees' knowledge on best practice.

CERTIFICATE IN UNDERSTANDING DATA PROTECTION AND DATA SECURITY

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £250+VAT pp.

This course is for anyone who would like to develop their knowledge of data protection and data security including current legislation and the steps to take to help protect their organisation's data.

CERTIFICATE IN INFORMATION, ADVICE OR GUIDANCE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This qualification will develop knowledge and understanding of the key principles to support a role where initial information, advice or guidance is given.

CERTIFICATE IN LEAN ORGANISATION MANAGEMENT TECHNIQUES

Level 2, Duration 2-9 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This Lean Organisation Management Techniques qualification aims to improve business performance through continuous professional development of employees and their skill set.

CERTIFICATE IN PRINCIPLES OF BUSINESS ADMINISTRATION

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This Business Administration qualification aims to provide learners with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role.

CERTIFICATE IN UNDERSTANDING RETAIL OPERATIONS

Level 2, Duration 2-9 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This course is ideal for anyone looking to improve the delivery of their retail services. You will develop an understanding of the different aspects of working in the retail sector.

CERTIFICATE IN BUSINESS IMPROVEMENT TECHNIQUES

Level 2, Duration 4-12 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

This course provides learners with knowledge and understanding of business improvement techniques, which can be applied across many different sectors.

CREATING A BUSINESS START-UP

Level 2, Duration 2-8 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

The course is designed for people seeking the skills and knowledge needed to develop a business start-up. It will give an understanding of the initial processes and requirements of a business start-up, knowledge of the first steps in creating a business start-up, including the marketing, legal and financial requirements, and an understanding of how to write a business plan.

CERTIFICATE IN THE PRINCIPLES OF WAREHOUSING AND STORAGE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE* or £250+VAT pp.

This course is designed to allow you to enter and/or progress from entry roles in the Warehousing and Storage industries. You will develop the underpinning knowledge necessary to support your role within the sector.

CERTIFICATE IN DIGITAL SKILLS

Level 1, Duration 1-3 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in digital literacy skills. It will help learners progress to a work role where digital literacy skills are required.

CERTIFICATE IN DIGITAL SKILLS FOR WORK

Level 2, Duration 1-3 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in digital literacy skills. It will help learners progress to a work role where digital literacy skills are required.

CERTIFICATE IN UNDERSTANDING WORKPLACE VIOLENCE AND HARASSMENT

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This course highlights the importance of effective communication and ways to reduce conflict in the workplace, leading to a more positive working environment, benefiting both employer and employees. This can lead to improved job satisfaction, improved health and well-being and an increase in productivity.

SAGE AWARD IN COMPUTERISED ACCOUNTING FOR BUSINESS

Level 1, Duration 1-2 weeks**, FULL FUNDING AVAILABLE* or £300+VAT pp.

The Computerised Accounting for Business course provides learners with the opportunity to learn advanced processes and procedures for accounting using Sage Professional Suite software. **Course includes 6 Month Sage Professional Suite software.**

SAGE CERTIFICATE IN COMPUTERISED ACCOUNTING FOR BUSINESS

Level 2, Duration 1-2 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

The Computerised Accounting for Business course provides learners with the opportunity to learn advanced processes and procedures for accounting using Sage Professional Suite software. **Course includes 6 Month Sage Professional Suite software.**

SAGE CERTIFICATE IN COMPUTERISED PAYROLL FOR BUSINESS

Level 2, Duration 1-2 weeks**, FULL FUNDING AVAILABLE* or £350+VAT pp.

The Computerised Accounting for Business course provides learners with the opportunity to learn advanced processes and procedures for payroll using Sage Professional Suite software. **Course includes 6 Month Sage Professional Suite software.**

CERTIFICATE IN ENGLISH

Level 1, Duration 1-2 weeks**, FULL FUNDING AVAILABLE* or £150+VAT pp.

This nationally accredited certificate, which equips learners to understand basic English skills, develops learners with a more in depth understanding of basic English.

CERTIFICATE IN MATHS

Level 1, Duration 1-2 weeks**, FULL FUNDING AVAILABLE* or £150+VAT pp.

This nationally accredited certificate, which equips learners to understand basic maths skills, develops learners with a more in depth understanding of basic mathematics.

Health and Social Care Courses

CERTIFICATE IN CLEANING PRINCIPLES

Level 2, Duration 2-12 weeks**, FULL FUNDING AVAILABLE*.

Cleaning Principles underpins many aspects of life today and is essential for the prevention of disease and spread of infection. This Cleaning Principles course is suitable for anyone who, at present, works as a cleaner or who is looking for their first job within the cleaning industry.

CERTIFICATE IN THE PRINCIPLES OF THE PREVENTION AND CONTROL OF INFECTION IN HEALTH CARE SETTINGS

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This course covers a wide range of knowledge surrounding infection control, including the causes of infections and the conditions in which bacteria live and spread. It also outlines the methods used to prevent and control the spread of infection in health care settings.

CERTIFICATE IN AWARENESS OF MENTAL HEALTH PROBLEMS

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This course will broaden your knowledge of the most commonly diagnosed mental health conditions. It helps to develop awareness and explains the signs and symptoms of these conditions and how they may affect the day-to-day lives of those affected. By understanding these conditions it can help give an insight into how to help and offer support to those who may need it.

CERTIFICATE IN UNDERSTANDING CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This course is for anyone who would like to develop their knowledge of children & young people's mental health in context, mental health problems commonly associated with children and young people, the impact of mental ill-health on children and young people and the support available to maintain mental wellbeing in children and young people.

CERTIFICATE IN UNDERSTANDING MENTAL HEALTH FIRST AID AND MENTAL HEALTH ADVOCACY IN THE WORKPLACE

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £150+VAT pp.

This course helps provide effective strategies to reduce the number of mental health emergencies (depression, anxiety, stress) in an organisation. It also provides an understanding of some of the more common mental health problems and provides support that can be made available to colleagues to build a culture of care and support.

CERTIFICATE IN COMMON HEALTH CONDITIONS

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This course is ideal for those people who currently work in, or intend to work in, adult health and social care. It provides an awareness of a range of common health conditions and how to monitor them.

CERTIFICATE IN UNDERSTANDING NUTRITION AND HEALTH

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This qualification aims to improve your general understanding of nutrition and health, covering factors such as the principles of healthy eating and weight management. It also covers many important elements, such as eating disorders and how to safely prepare food in a home environment.

CERTIFICATE IN IMPROVING PERSONAL EXERCISE, HEALTH AND NUTRITION

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This course has been carefully designed for those learners who wish to learn a range of strategies to improve their personal health and well-being. Please note that this course is only suitable for learners over 14.

CERTIFICATE IN UNDERSTANDING TECHNOLOGY ENABLED CARE

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

The Understanding Technology Enabled Care course increases learner knowledge and understanding of how certain technical pieces of equipment can support an individuals' quality of life and support them to live life independently.

CERTIFICATE IN THE PRINCIPLES OF DEMENTIA CARE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

The course starts by exploring dementia to give a thorough understanding of the condition. It looks at ways to care and support those affected, using person centred care and the influence of positive communication methods.

CERTIFICATE IN THE PRINCIPLES OF END OF LIFE CARE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This course explores the issues surrounding death and dying. It helps develop an understanding of end of life care and improves awareness of the support available.

CERTIFICATE IN UNDERSTANDING DIGNITY AND SAFEGUARDING IN ADULT HEALTH AND SOCIAL CARE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This qualification aims to give learners knowledge and understanding of the key principles of dignity, duty of care and safeguarding as applied to adult health and social care.

CERTIFICATE IN UNDERSTANDING BEHAVIOUR THAT CHALLENGES

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This qualification is designed to increase learners' awareness and understanding of behaviour that challenges and its effects. By completing the qualification, learners will develop in-depth knowledge of behaviour that challenges which could support progression onto other appropriate qualifications and into relevant employment.

CERTIFICATE IN UNDERSTANDING SAFEGUARDING AND PREVENT

Level 2, Duration 2-9 weeks**, FULL FUNDING AVAILABLE*.

This course is for those who would like to increase their knowledge and awareness of the Prevent Duty and safeguarding, including online safety. By completing this qualification, learners will develop knowledge of safeguarding in an environment where they have a duty of care.

CERTIFICATE IN UNDERSTANDING THE SAFE HANDLING OF MEDICATION IN HEALTH AND SOCIAL CARE

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This qualification develops the knowledge and understanding of those dealing with medications. It covers a wide range of areas to provide a comprehensive knowledge of the topic, develop skills and ensure a safe environment.

CERTIFICATE IN UNDERSTANDING AUTISM

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This qualification aims to develop your understanding of autism and the principles of supporting individuals with autism – covering the person-centred approach and influence of positive communication methods, how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.

CERTIFICATE IN FALLS PREVENTION AWARENESS

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

The purpose of this qualification is to increase learners' awareness and understanding of falls and their prevention which will allow them to progress into, or within, employment in healthcare or social care settings.

CERTIFICATE IN THE PRINCIPLES OF WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This qualification aims to give learners knowledge and understanding to work with individuals with learning disabilities or difficulties. They will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.

CERTIFICATE IN COUNSELLING SKILLS

Level 2, Duration 1-6 weeks**, FULL FUNDING AVAILABLE*.

This course aims to introduce learners to the use of counselling skills in everyday life and work, and some of the approaches that underpin the use of these skills. This qualification gives learners the opportunity to investigate the knowledge and skills needed to use counselling skills and engage in a helping interaction appropriately.

CERTIFICATE IN UNDERSTANDING WORKPLACE VIOLENCE AND HARASSMENT

Level 2, Duration 1-4 weeks**, FULL FUNDING AVAILABLE* or £200+VAT pp.

This course highlights the importance of effective communication and ways to reduce conflict in the workplace, leading to a more positive working environment, benefiting both employer and employees. This can lead to improved job satisfaction, improved health and well-being and an increase in productivity.